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TREASURY DEPARTMENT

Bureau of Federal Supply
Washington 25

August 20, 1947

CIRCULAR LETTER B-57 REVISED

TO: Heads of Departments and Establishments

FROM: Clifton E. Mack, Director, Bureau of Federal Supply

SUBJECT: Typewriters

Because of inadequate response to invitations to bid, the Bureau of Federal Supply will not issue a Federal Supply Schedule covering new standard non-portable typewriters at the present time. It is, therefore, necessary that steps be taken to prevent a potential shortage of typewriters in Government service.

In order to meet this situation each Executive department and establishment is urgently requested to make full use of its typewriters, taking into account all possibilities of repair, and to declare all surplus machines to the War Assets Administration so that they may be made available to agencies having urgent need of such equipment. War Assets Administration General Letter No. 149, dated June 9, 1947, removes typewriters from the National Veterans Set-aside List and makes all typewriters declared surplus available for redistribution within the Government.

When possibilities of repair have been exhausted, and acquisition of additional typewriters is necessary, purchase authorities must be submitted by Executive departments and establishments in the continental United States to the appropriate Supply Center, Bureau of Federal Supply, as provided in Circular Letter B-28. This instruction is also applicable to the government of the District of Columbia. Subject to availability from surplus, both "as is" and reconditioned used typewriters can be furnished and purchase authorities should reflect which is desired.

Purchase authorities must be on standardized purchase order forms approved by the Bureau of Federal Supply and be complete as to specifications; the time or times when deliveries are required; the consignment and shipping instructions; names and addresses of persons to receive documents if different from consignee; the symbol number and title of the appropriation to be charged; the encumbrance which has been established on the books of the ordering agency; and the signature of an officer authorized to obligate the appropriation to be charged.

Federal Supply Schedule contracts have been entered into for electric and portable typewriters. However, each agency must recognize its responsibility to refrain from purchasing electric and portable typewriters for uses which would normally be satisfied by standard non-portable types since such purchases would defeat the purpose of the statutory price limitations placed on standard non-portable typewriters.